



September 13, 2019

RE: RFP-2019-08-30

ITEM: On-Call Transit Planning, Engineering, Architecture, and Associated Professional Services

RFB: Closes: September 20, 2019, 5:00 PM MDT

**ADDENDUM #1
QUESTIONS AND ANSWERS**

Addendum #1 for Valley Regional Transit Request for Proposal (RFP) 2019-08-30 On-Call Transit Planning, Engineering, Architecture, and Associated Professional Services is at this moment made part of the project requirements and contract documents for the referenced project. Please note, failure to acknowledge this Addendum does not relieve you from fulfilling the Addendum requirements.

- Q1: Does the team need to offer all services identified or are you selecting firms/teams to provide specific services? For example, can we submit qualifications for just engineering, site design and urban design?

A1: Firms can submit qualifications for their specific services but may be asked to consider teaming with other firms if needed to provide all of the services listed, depending on the tasks discussed and worked on at a later date. The goal is not to eliminate firms with limited services but rather to compile a list of on-call firms to negotiate with on future task orders and projects. Those future tasks may significantly vary in scope, so the more experience and skill that can be provided, the better.

- Q2: As there is not a specific project to provide a budget, how will you score that section? Will it be just the rates submitted?

A2: The scoring of costs will be completed as noted in the budget scoring section. While it is correct that a project budget is not included, this solicitation may include simple planning work and as such, cannot be based on qualifications only. As such, price does have a part, although the score value is somewhat small and should not be used to eliminate offerors at this stage. Rates provided should reflect the staff expected to work on tasks for VRT, at the levels described, in order to give VRT a basis for comparison when considering price on future task orders.

- Q3: For the proposal format, it says "five pages of letter size." Does that mean 5 sheets/10 double sided?



A3: The preferred submittal would be emailed in and include a 5 page pdf. A printed and hand delivered or mailed submittal with 5 double sided sheets would generally mean a 10 page pdf, and would be considered non-responsive.

- Q4: Allowing price to be considered as a scored element violates the Brooks Act and State code 67-2320, making this RFP invalid.

A4: VRT is often in need of qualified and experienced assistance in creating reports, studies reviews, mapping, preliminary layouts and design for corridor evaluation, long term route planning, etc. In the past this type of work has been completed by engineering firms with planning and engineering staff and VRT often solicits this work to A&E providers, among others. The goal of this solicitation was to attract as many types of professional services as possible and not limit the work to planning-only firms.

This RFP is valid and does not violate the Brooks Act because the proposed types of work being solicited and requested for this on-call list will not require a licensed engineer, architect or surveyor to stamp, certify or assure that they have completed the work according to their area of expertise. The scope of work or descriptions noted in the RFP on the cover page, page 2 item 2, pages 3 & 4 item 7, page 6 item 12 all describe work that VRT expects to be completed by either planning, engineering, architectural or generally experienced or specialized staff, but will not require licensure or stamping at this time. VRT is required by the Federal Transit Administration to solicit services that may not lead to the A&E services necessary for construction in a proposal format (RFP), not a qualifications only format (see FTA Circular 4220.1F ch.7-3f.(2) at <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Third%20Party%20Contracting%20Guidance%20%28Circular%204220.1F%29.pdf> on the pdf pg 92 or ch 7 pg 13), and as such and for this work, the Brooks Act and Idaho state code 67-2320 do not apply. VRT has been penalized in the past by the FTA for soliciting professional services or A&E providers in a qualifications based manner for services that did not lead to construction. As such, VRT must solicit this work as an RFP, then return and solicit an RFQ again to the public for A&E services necessary for construction, or solicit an additional on-call list based upon an RFQ.

For work that will lead to construction and require licensure or stamp plans VRT expects to solicit a very similar proposal in late 2019/early 2020 for qualifications based on-call A&E services (RFQ) that will select a list of on-call providers to license, stamp and certify design plans, specifications and other work.



- Q5: Based on what this document says – that by signing, we are “... entering into an agreement with Valley Regional Transit that incorporates the terms and conditions of the entire Request for Proposal package, including all conditions of the Request for Proposal.” ...

Is VRT willing to change the standard of care language in the contract? Our legal has reviewed and has suggested edits before we can sign the document.

A5: All selected firms awarded a place on the on-call list will receive a notice of intent to award and a standard contract prior to negotiating cost or beginning work. Discussion of contract terms will occur at that time and all suggested adjustments can be discussed. VRT cannot guarantee that all suggested edits will be accepted.

- Q6: May we use VRT's logo and select images from VRT's website and RFP documents in our proposal and tentative interview materials?

A6: Yes, but interviews are not expected at this time for every selected on-call list respondent. The solicitation is designed to compile an on-call list, from which scored firms can be interviewed or negotiated with at a later date and as needed.

- Q7: Section 7. Proposal Format and Submittal Requirements - B. Key Personnel Qualifications and Experience - Can VRT clarify the difference between work history and relevant experience as outlined in this requirement?

A7: Work history could include anything that the firm in question has completed that highlights or showcases special skills or expertise and could be items that were done that were not local, not transit related, etc. Relevant experience should narrow the focus of what the firm in question has done to something that may be relevant to VRT, i.e. corridor evaluation, transit design or pedestrian improvements.

- Q8: Section 7. Proposal Format and Submittal Requirements - B. Key Personnel Qualifications and Experience - Table of Tiered Staff Costs – Do you intend that we subdivide the staffing positions in this table and list Fully Burdened rates for each (e.g. one for Principal and one for QA, QC, etc.)? Or are we to simply calculate an average of the rates for the specified positions in each tier and apply this average to the Fully Burdened Rate cells in the table?

A8: Please prepare and average rate for the specified positions in each tier and apply the average to the fully burdened rate cells in the table.

When scoping services and staff-hours as part of cost estimating a task performed for VRT, most firms will have a high level employee who oversees the job and possibly performs limited QAQC functions, a project manager or mid-



level staff member who completes a large number of hours for the task and generally is in charge of what happens and is completed and lastly, the workers who draft, map, study or perform field work in an E.I.T., GIS or Planner II position. It is expected that the responding firms will average the rate of high level employees expected to touch VRT tasks in the first cell under fully burdened rate, the average project manager rate in the second cell down and worker rates in the final cell at the bottom. Multiplier values are simply a rough expectation of what VRT has experienced on past jobs. Please multiply the 1, 4 & 5 values against the entered fully burdened rates to obtain the totals for each classification. These rates should be based upon the average of staff rates (in those positions) as of this solicitation, and will not tie or require the responding firm to those rates exactly, on future task orders.

- Q9: Depending on the particular task order we may receive after contract award and subject to VRT's approval, can we add subcontractors?

A9: Subcontractors & teaming efforts are all expected and welcomed in order to provide the most experience and skill to the expected task orders.

There are no other comments at this time.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Jakovac".

Kelly Jakovac
Grants and Compliance Administrator